

GENERAL INFORMATION

This Excel file consists of 1 worksheet. The worksheet is labeled as to its function.

If you are unable to see the tab for the worksheet across the bottom of the screen, click on the maximize button (the center button) located in the upper right-hand corner of the worksheet.

The worksheet is protected to prevent the changing of formulas and formatting features built into the spreadsheets.

You may submit completed forms in an electronic format or printed format. You must ensure that consumer information is protected as required by State and Federal law.

FOR ELECTRONIC FORMATS ONLY: If you submit this form to the regional center as an email attachment or on a CD ROM use the following naming standard: Each file must start with the designation of "H" followed by the provider's three digit numerical designation and the month and year. See chart for month designations. For example: H372-JA04 is Form DS 1970 SEP-IP for provider ID# 372 for January 2004.

PROVIDER INSTRUCTIONS:

Provider Name: Enter the name of the agency as vendored by the regional center.

DDS Provider #: Enter the vendor number assigned to the agency by the regional center.

DOR Facility #: Enter the facility's numeric code assigned by the Department of Rehabilitation.

Doing Business As: Enter a name if the provider uses one different than the name the regional center vendorized for habilitation services.

Service Codes Vendored to Provide: Enter each service code for which the provider will be providing services.

Program Address: Enter the address where the program is being conducted. (May be different from business/administrative address.)

Program Contact Person: Enter the program contact person's name.

Program Phone Number: Enter the program's telephone number. Enter telephone number as XXX XXX-XXXX.

Administrative Information (If different from above)

Administrative Address: Enter the address from where the program is being administered.

Administrative Contact Person: Enter the program administrative contact person's name.

Administrative Phone: Enter the program's administrative telephone number. Enter telephone number as XXX XXX-XXXX.

Administrative E-mail: Enter the program's administrative electronic mail address.

Accreditation/Certification Information:

DOR Certification Expiration Date (if applicable): Enter the date that the Department of Rehabilitation's certification expires.

CARF Accreditation Expiration Date (if applicable): Enter the date the program's CARF accreditation expires.

Length of Last CARF Accreditation: Enter in years the amount of time the program has been accredited. (I.e., 1 year or 3 years.)

SEP Individual Placement SPECIFIC INFORMATION

Vendoring Regional Center: Enter the Abbreviation for the regional center (see attached list) which authorized services for the consumer.

Utilizing Regional Centers (list all): Enter the abbreviation for all regional centers (see attached list) which are utilizing services for the consumer.

Utilizing DOR Districts (list all): Enter the numerical code for DOR districts.

Current Number of Job Developers on Staff: Enter the number of job developers employed by program.

Current Number of Job Coaches on Staff: Enter the number of job coaches employed by program.

Consumer Data:

Total Number of Consumers Currently Receiving Job Coaching Support: Enter the number of
Number of Groups: Enter the number of groups in the program.

Number of Consumers Currently Receiving Job Coaching Support: Enter the number of consumers receiving job coaching for the program.

Habilitation (Extended Svs): Number of consumers receiving job coaching support funding for Extended Services in the program.

Habilitation (Intensive Svs): Number of consumers receiving job coaching support funding for Habilitation (Intensive Services) because the DOR is under Order of Selection.

Number of Consumers Funded by VR (last 12 months) for: Enter the number of consumers funded by vocational rehabilitation in the last 12 months for the program in the three areas listed below:

Intake: Number of consumers processed to start the program.

Retention: Number of consumers sustaining their job for 90 days.

Placement (Job Development): Number of consumers waiting for placement in the program as of the date completed.

Number of Consumers in Job Development: Enter the number of consumers receiving job development in the program.

Average Consumer Hours Worked per Month: Enter the average number of hours the aggregate of consumers work per month in the program.

Average Consumer Wage/Hour: Enter the average wage per hour for the aggregate of consumers in the program.

Percentage of Consumers Receiving Benefits: Enter the percentage of consumers receiving benefits in the program.

Benefits Provided: Enter an "x" in the box reflecting any benefits the consumer will be receiving while working at the worksite. (I.e., Vacation, medical, dental, sick, or other. If other describe the benefit in the brief narrative box.

Provide a brief narrative of the program's philosophy and services provided to help consumers maximize their vocational skills. (Self Explanatory)

Regional Center ID #:

| Code | ABBRV | RC NAME |
|------|-------|------------------------------------|
| 360 | FDLRC | Frank D. Lanterman Regional Center |
| 361 | GGRC | Golden Gate Regional Center |
| 362 | SDRC | San Diego Regional Center |
| 363 | FNRC | Far Northern Regional Center |
| 364 | ACRC | Alta California Regional Center |

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| 365 | SARC | San Andreas Regional Center |
| 366 | TCRC | Tri-Counties Regional Center |
| 367 | CVRC | Central Valley Regional Center |
| 368 | RCOC | Regional Center of Orange County |
| 369 | IRC | Inland Regional Center |
| 370 | RCRC | Redwood Coast Regional Center |
| 371 | NBRC | North Bay Regional Center |
| 372 | KRC | Kern Regional Center |
| 373 | ELARC | East Los Angeles Regional Center |
| 374 | SCLARC | South Central Los Angeles Regional |
| 375 | HRC | Harbor Regional Center |
| 376 | WRC | Westside Regional Center |
| 377 | VMRC | Valley Mountain Regional Center |
| 378 | NLACRC | North Los Angeles County Regional Center |
| 379 | SGPRC | San Gabriel/Pomona Regional Center |
| 380 | RCEB | Regional Center of the East Bay |

DOR Vocational Rehabilitation (VR) ID #:

| | | |
|------|----|-------------------------------|
| 2218 | VR | DOR Vocational Rehabilitation |
|------|----|-------------------------------|

Department of Rehabilitation Districts

Director's Office 001

Employee Prep Services North Division 061

Employee Prep Services South Division 031

| | |
|---------------|--------|
| Santa Rosa | 110 |
| Ukiah | 110-01 |
| Napa | 110-02 |
| Crescent City | 110-03 |
| San Rafael | 110-04 |
| Eureka | 110-05 |
| Lakeport | 110-06 |

| | |
|----------------|--------|
| Inland Empire | 340 |
| Corona | 340-01 |
| Hemet | 340-02 |
| El Centro | 340-03 |
| Palm Desert | 340-04 |
| Blythe | 340-05 |
| Temecula | 340-07 |
| San Bernardino | 340-08 |
| Upland | 340-09 |
| Fontana | 340-10 |
| Victorville | 340-11 |

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|--------------|--------|
| Chico | 120 |
| Woodland | 120-01 |
| Redding | 120-02 |
| Yreka | 120-03 |
| Yuba City | 120-04 |
| Susanville | 120-05 |
| Grass Valley | 120-06 |
| Red Bluff | 120-07 |
| Modoc | 120-08 |

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|--------------------|--------|
| San Diego | 350 |
| Downtown | 350-01 |
| North City Inland | 350-02 |
| North City Coastal | 350-03 |
| East City | 350-04 |
| South City | 350-05 |
| Laguna Hills | 350-08 |

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|------------------|--------|
| Sacramento | 130 |
| South Lake Tahoe | 130-01 |
| Northeast | 130-02 |
| South Sacramento | 130-03 |
| Auburn | 130-04 |
| Placerville | 130-05 |
| Roseville | 130-13 |

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|-------------------|--------|
| Van Nuys/Foothill | 410 |
| Canoga Park | 410-01 |
| Glendale | 410-02 |
| Granada Hills | 410-03 |
| Pasadena | 410-04 |

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|-----------|--------|
| Elk Grove | 130-15 |
| Midtown | 130-16 |

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|---------------|--------|
| Santa Clarita | 410-05 |
| Lancaster | 410-06 |

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|---------------------|--------|
| Fresno | 150 |
| Merced | 150-01 |
| Visalia | 150-04 |
| Bakersfield SW | 150-07 |
| Central Bakersfield | 150-08 |
| University/Clovis | 150-09 |
| Ridgecrest | 150-10 |

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|---------------------|--------|
| Greater Los Angeles | 440 |
| Santa Monica | 440-02 |
| Culver City | 440-03 |
| Westchester | 440-04 |
| City of Commerce | 440-05 |
| City of Los Angeles | 440-06 |
| East Los Angeles | 440-07 |
| Norwalk | 440-08 |

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|------------------|--------|
| Mt. Diablo Delta | 210 |
| Antioch | 210-01 |
| Richmond | 210-02 |
| Fairfield | 210-03 |
| Vallejo | 210-04 |
| Stockton | 210-05 |
| Modesto | 210-06 |
| Sonora | 210-07 |

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|-----------------------|--------|
| Los Angeles South Bay | 530 |
| Bay Cities | 530-01 |
| Crenshaw-West Adams | 530-02 |
| Gardena | 530-03 |
| Bell | 530-09 |
| Carson | 530-10 |
| Compton | 530-11 |
| Long Beach | 530-12 |

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|----------|--------|
| Oakland | 220 |
| Fremont | 220-01 |
| Hayward | 220-02 |
| Berkeley | 220-03 |

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|--------------------|--------|
| Orange/San Gabriel | 550 |
| Santa Ana | 550-01 |
| El Monte | 550-07 |
| Whittier | 550-09 |
| West Covina | 550-10 |
| Fountain Valley | 550-11 |

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|---------------|--------|
| San Francisco | 230 |
| Menlo Park | 230-02 |
| San Bruno | 230-03 |
| San Mateo | 230-04 |

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|----------------|--------|
| San Jose | 250 |
| Mountain View | 250-03 |
| Salinas | 250-04 |
| Capitola | 250-05 |
| Monterey | 250-06 |
| Gilroy | 250-09 |
| Piedmont Hills | 250-10 |

| | |
|-----------------|--------|
| Santa Barbara | 320 |
| Thousands Oaks | 320-01 |
| Oxnard-Ventura | 320-02 |
| Santa Maria | 320-03 |
| San Luis Obispo | 320-04 |

| Month Designations: | | | | | | | |
|---------------------|----|-------|----|-----------|----|----------|----|
| January | JA | April | AP | July | JL | October | OC |
| February | FE | May | MY | August | AG | November | NO |
| March | MR | June | JN | September | SE | December | DE |